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| Job Title:              | <b>Administrative Assistant III (Parks &amp; Rec)</b> |
| Job Description Number: | <b>1102</b>   |
| Department/Division:    | <b>Parks &amp; Recreation/Administration</b>          |
| Exemption Status:       | <b>Non-Exempt</b>                                     |
| Pay Grade:              | <b>209</b>  |
| Immediate Supervisor:   | <b>Director of Parks &amp; Recreation</b>             |
| Normal Work Schedule:   | <b>Mon-Fri, 8 hours/day</b>                           |

**Brief Description of the Job:**

Provide administrative support to the Parks and Recreation Director and other administrative staff in the Parks and Recreation department. Supply information, maintain files, manage park and shelter reservations. Conduct various research projects. Process time sheets and coordinate meetings. Answer the phone and reply to emails. Type, print, and distribute departmental correspondences. Make copies and fax materials. Receive and distribute the mail. File and maintain personnel files. Reserve shelters for the public via Reservation system, assist with Recreation program participants utilizing the online registration system, and provide information to the public about the City's parks and community centers. Pay department invoices through OMB/HTE as required. Interact efficiently with department directors, co-workers, visitors (by phone and in person). Contact with various business groups and various organizations.

**Essential Functions:**

**Reserve Parks, Shelter Reservations and Recreation Registration (45%):** Respond to inquiries via email or telephone and provide information on the park schedules/availability, location, and park guidelines. Assist with Recreation program participants who utilize the on line registration process. Process payments for rental fees.

**Provide general administrative support to the department (55%):** Provide general support by typing reports. Make copies for distribution. Schedule and coordinate meetings for the Director. Manage departmental files, order supplies as needed and manage office equipment needs (paper, etc.) Respond to web inquiries. Maintain budget and expenses and enters POs and requisitions into AS-400 system. Work with Accounting and Finance to maintain operating accounts and budgets. Record and enter time sheets into AS-400 system. Maintain supplies to keep office operational. Conduct various internet research projects using the internet.

Other duties and responsibilities as assigned.

## **Physical Demands**

**Overall Strength Demands:** Sedentary strength demands include exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.

**Physical Demands:** Continuously requires fine dexterity, sitting, reaching, handling, using vision and hearing, twisting, and talking. Frequently requires standing, walking, carrying, and pushing/pulling. Occasionally requires kneeling, bending, and crouching. Rarely requires lifting and climbing.

**Machines, Tools, Equipment, and Work Aids:** Printer, fax machine, and calculator.

**Computer Equipment and Software:** Computer (MS Office including Word, Excel, Powerpoint, Outlook, HTE, and GIS-Map).

## **Working Conditions**

**Overall Working Conditions:** Good: Relatively free from unpleasant environmental conditions or hazards.

**Environmental Factors:** Seasonal exposure to extreme temperatures.

**Health and Safety:** None.

**Primary Work Location:** Office environment. May be assigned to work at any of the community centers.

**Protective Equipment Required:** None.

## **Non-Physical Demands**

Frequently requires frequent change of task, performing multiple tasks simultaneously, working closely with others as part of a team, and tedious or exacting work. Occasionally requires time pressures. Rarely requires irregular schedule/overtime and noisy/distracting environment.

## **Job Requirements**

**Formal Education:** Two year Associate's degree or equivalent in Business Management or secretarial science is required.

**Experience:** Over two years of experience in secretarial/office management is required.

**Driver's License Required:** Class D South Carolina Driver's license.

**Certifications and Other Requirements:** None.

## **Job Demands**

**Reading:** Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias.

**Math:** Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

**Writing:** Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

**Human Collaboration Skills:** Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Work has a moderate impact on the organization. External contacts include various business groups, realtors, visiting cities, and various other organizations. Internal contacts include Legal, City Manager, Finance department, etc .

**Management and Supervision:** Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

**Technical Skill:** Basic skill: Work requires the use of standard technical skills appropriate to the work environment of the organization. Comprehensive application: Consequences of work affect large groups as well as the customer-base at large.

## **Freedom to Act and Impact of Action**

Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Moderate impact of action: Moderate benefits or costs in time, money, or public/employee relations.

## **Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.